

CTE Administrative Planning Guide

Developed by

Office of Career and Technical Education Services
Virginia Department of Education

Edited and produced by

CTE Resource Center

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The Center is a grant project of the Virginia Department of Education, Office of Career and Technical Education Services and is administered by Henrico County Public Schools, Office of Technical and Continuing Education.

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Foreword

The *CTE Administrative Planning Guide* (APG) includes information to help local school divisions plan and schedule instructional programs and make the best use of instructional resources. Like last year's edition, this document is organized around specific program areas and the courses, course sequences, and certifications available to students as they plan for and begin preparing for careers. This reorganization resulted from requests of local administrators.

Each program area section contains the following information:

- Course titles and descriptions, including information on many new courses
- Approved course sequences that fulfill the requirement for two sequential electives and prepare students for career entry and continuing education
- Certification, licensure, and occupational competency assessment requirements
- The career cluster to which each course belongs for federal reporting purposes.

In addition, the 2006-2007 edition of the APG includes updated certification information and revised information related to verified credit and diploma seals. This revision of the APG includes certifications approved by action of the Virginia Board of Education at its November 2005 meeting. This information will be updated following the Board's November 2006 meeting.

Please use the directory at the back of the guide to contact us with comments, concerns, and suggestions as well as questions concerning the content of the APG. We look forward to your suggestions for improvement.

To make it easier to use, this edition of the APG is available in two versions (PDF and Microsoft Word). This means the following:

- You may print the entire guide or selected sections in PDF.
- You may download any section in a Word format, make changes or additions applicable to your local school, and print out if desired.
- The cover and dividers are available only in PDF.

We hope this flexibility will make the guide more helpful to you.

Elizabeth M. Russell, Director
Office of Career and Technical Education Services
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